**Making an Android device ready and secure for field use of Open Data Kit.**

**Quick Set-Up Guide for research managers.**

**THIS DOCUMENT IS RELEVANT IF YOU ARE SETTING UP NEW PHONES/TABLETS**

**IF YOU ARE USING DEVICES FROM THE ODK@LSHTM POOL THEN THESE STEPS HAVE ALREADY BEEN COMPLETED**

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1. This document outlines the steps to set up to an Android device to make it ready for use with Open Data Kit.
2. We recommend you always perform these steps – especially when sensitive personal information is being collected.
3. Alongside these Software related steps please consider setting the devices up with cases/armour and whether you will need additional external batteries in the field.

**Software Configuration**

The following steps are designed to ensure the following.

* ODK Collect works as intended with access to GPS, photo and audio/video recording.
* Only the field workers can access the ODK questionnaire(s) and any data within it.
* Field workers cannot access any apps or setting to which they should not have access e.g. to adjust date settings or play games on the internet.
* Only research managers can access the full functions of the tablet.
* Data is protected by encryption.
* The tablet can be traced, locked and wiped remotely, should it be lost or stolen.
* Contact details of the research team are on the tablet, so it can be reunited with the owner if lost.
1. **Set a Screen Lock**, with a password the field team have access to.
	1. Go to settings -> security -> Screen Lock.
	2. Make a note of the password selected.
	3. Ensure “Power button instantly locks” is also activated(settings -> security)
2. **Encrypt the tablet**.
	1. Go to settings -> security -> Encrypt Tablet and follow instructions. You’ll need to have the tablet charged and plugged in.
3. **Enable GPS** location services
	1. Settings -> Location. Ensure this is on.
4. Install **“Barcode Scanner”** app by “ZXing team”.
	1. Go to Play Store.
	2. Search for “Barcode Scanner”
	3. Select “Barcode Scanner” by “ZXing team”
	4. Tap “Install” and follow instructions
5. Install **“ODK Collect”** app
	1. Go to Play Store, search for “ODK”, install the appropriate app
6. *OPTIONAL*: Install “**Open Map Kit**” app
	1. ODK Collect (Step 5) allows the collection of detailed GPS data. If you wish to also allow physical annotation of maps in the field then OpenMapKit adds this functionality.
	2. Go to Play Store, search for “Open Map Kit”, install the appropriate app
7. OPTIONAL BUT RECOMMENDED: Setup a mechanism to remotely monitor the app.
	1. If you have added a Google Account for the phone then it can be tracked via Android Device Manager online – this is recommended and allows one Google account to track multiple devices.
	2. The alternative is to install the **“Prey Anti Theft” app**, a remote device tracker that can wipe the tablet if it is lost.
8. OPTIONAL BUT RECOMMENDED: Install the “**Applock” app**, to block access to Settings and any apps that are not required.
	1. Use a DIFFERENT pass number to that used for the screen lock.
	2. Record the pass number used
	3. Install “**Advanced Protection**”app for AppLock from the Play store. This prevents users from disabling the AppLock.
	4. Block access to settings and any apps that should not be accessed such as Settings, Gmail, Clock, Prey, Play Store (and much more)...
	5. Ensure that the tablet user can still use key apps:
		* 1. ODK Collect
			2. Barcode Scanner
			3. Wifi
			4. Camera
			5. Sound Recorder
			6. Gallery
			7. OpenMapKit if installed
9. Note the **IMEI device ID number**
	1. Go to :Settings -> Security -> Status
	2. Record the “WLAN MAC address”.
10. Put a sticker on each tablet with an ID. You should **have a record** of the following for each device:
	1. Tablet ID sticker
	2. Screen Lock password
	3. AppLock passnumber (and answer to security qu if set)
	4. IMEI device ID number

**Do these before going to the field sites:**

ESSENTIAL

1. Set the tablet in the **relevant local language**.
	1. Go to settings -> language & input -> language
2. Ensure the **time and date are correct for the field site**.
	1. Go to Settings -> time & date.

RECOMMENDED

1. Add **contact details on a sticker** on the back of the tablet

e.g. contact telephone number e.g. for the field supervisor or a local co-investigator.

1. Add **contact details** **on the Lock Screen**
	1. Go to Settings -> Security -> Owner Info
	2. Enter an owner name and a contact telephone number e.g. for the field supervisor or a local co-investigator.